

RESIDENTIAL SITE PLAN CHECK LIST

Owner' Name: _____ Engineer's Name: _____
Site Address: _____ Date: _____

The following checklist is not all-inclusive, but is generally representative of the requirements of the Marlborough Site Plan Review and Approval Ordinance (SPR&A) and the Planning Board's Rules and Regulations (S/D R&R). In all cases, you should use the checklist in conjunction with the SPR&A and the S/D R&R as appropriate.

All residential site plans shall clearly show the following information at 40 scale or less:

General Plan Information

- ☐ Property address and/or lot number
- ☐ Property map and parcel
- ☐ Property owner's name, address, and telephone number
- ☐ Engineer's name, address, fax and telephone number
- ☐ Developer's name, address, fax and telephone number
- ☐ Plan shall be stamped by a Registered Professional Engineer
- ☐ North arrow
- ☐ Drawing scale
- ☐ Date of original drawing
- ☐ Revision block
- ☐ Zoning District (identify if property is zoned as Open Space)
- ☐ Zoning table with "required vs. provided" requirements for front, side, rear yard setbacks, lot coverage-clearly identify if any variances are required
- ☐ Dimension all property lines with bearings and distances
- ☐ Plan survey datum shall be the National Geodetic Vertical Datum of 1929 (NGVD 1929) and this reference shall be shown on the plan.
- ☐ Show proposed building with floor and sill elevations
- ☐ Proposed house number (obtain from Engineering as part of plan submittal)
- ☐ Show/dimension all property line setbacks
- ☐ List all abutters
- ☐ Show all existing easements within 50 feet of property line-Identify any utility within the easement
- ☐ Sewer Connection/Extension Permitting (if required)
 - ☐ MEPA waiver West Plant (if required)

Existing and Proposed Features

- ☐ Label all roads
- ☐ Label and show sidewalks
- ☐ Show all major features on the property such as, but not limited to, buildings, walls, existing utilities, trees, structures, etc...
- ☐ Show existing contours for the entire property.
- ☐ Show existing wetlands, floodplains, buffer zones etc and appropriate setbacks...
- ☐ Show proposed contours (not exceed 2:1) at 2 foot intervals
- ☐ Areas in 2:1 cut areas shall conform to the City's subdrain requirements

Driveways

- ☐ All driveways shall be paved and labeled on plan
- ☐ All sidewalks at driveways shall conform to AAB requirements
- ☐ Driveways shall be as close to perpendicular as possible to street for a distance equal to front yard setback
- ☐ Driveways shall be at least 15 feet away from hydrant
- ☐ Driveways shall be at least 75 feet from the centerline of an intersection (centerline to centerline)
- ☐ Driveways shall be at least 5 feet away from property line
- ☐ Show elevation at centerline of street

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- ☐ Show driveway elevation at gutter line
- ☐ Show driveway elevation at back of walk
- ☐ Show driveway elevation at layout line
- ☐ Show driveway elevation at a point 15 feet behind layout line
- ☐ Show driveway elevation at a point 40 back from layout line
- ☐ Show driveway elevation at end of driveway
- ☐ Proposed grade between gutter line and back of walk shall be +3/16"/ft (+1.56%) pitched toward road
- ☐ Proposed grade between back of walk and layout line shall be +3% pitched toward road
- ☐ Proposed grade between layout line to a point 15 feet behind layout line shall not exceed 3% (+ or -)
- ☐ Proposed grade between 15 feet behind the layout line and 40 feet behind the layout line shall not exceed 12% (+ or -)
- ☐ Proposed grade beyond 40 feet shall not exceed 15% (+ or -)
- ☐ Driveways shall be final paved to the elevations shown on the approved site plan prior to the submittal of as-built plans

Utilities

- ☐ Show all utilities including but not limited to water, sewer, gas, drainage, perimeter drain, electric, telephone, cable TV etc...
- ☐ Avoid crossing utility lines
- ☐ Unless approved by Engineering, 10 feet horizontal separation shall be provided between water and sewer services
- ☐ All utilities shall be separated by at least 5 feet horizontal separation
- ☐ The plan shall include 3"x3" approval block for water and sewer inspection sign offs
- ☐ ***The contractor shall be responsible for obtaining the sign off for the water and sewer inspections in the 3"x3" approval block on the approved site plan at the time of inspection (sign offs will be required with as-built submittal)***

Water Services

- ☐ Label water service
- ☐ Water service shall be copper
- ☐ Minimum service size shall be 3/4 inch
- ☐ Minimum cover over water service shall be 5 feet
- ☐ All water services shall have a curb stop installed on the owner's side of the property line
- ☐ Swing ties to shut off valves should be obtained prior to backfilling (swing ties will be required on the as-built plan)

Sewer Service

- ☐ Label sewer service
- ☐ Minimum sewer service size shall be 6" PVC
- ☐ Show all pipe type, lengths, and slopes on plan
- ☐ Minimum pipe slope shall be 1%
- ☐ Maximum pipe slope shall be 9%
- ☐ Show all pipe inverts including but not limited to inverts at the house, cleanouts, manholes, and connection to stub or main
- ☐ Provide and label at least one cleanout at the house
- ☐ Maximum length of service without a cleanout or manhole structure shall be 100 feet
- ☐ Maximum vertical drop within a cleanout or manhole shall be 5 feet
- ☐ Show ground or rim elevation at all structures including cleanouts.
- ☐ Show manhole rim and invert information upstream and downstream of proposed connection
- ☐ Show the pipe type, length, slope, and invert elevation of the existing main being connected to
- ☐ Swing ties to and inverts of all manholes, cleanouts, and connection to City main should be obtained prior to backfill (swing ties and as-built inverts will be required on the as-built plan)
- ☐ See *Recommended Force Main Requirements* if a force main is proposed
- ☐ Sewer Connection/Extension Permitting (if any of the following apply)
 - ☐ Proposed site generates industrial waste
 - ☐ Proposed flows exceed 15,000 gallons/day

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- ☐ Pump Station
- ☐ Extension of sewer main

Foundation Drain

- ☐ Minimum drain size shall be 6" PVC with a backflow
- ☐ Preferred discharge is to a dry well with a daylighted discharge
 - Discharge to wetland or detention basin must be above 100-yr storm
 - Discharge to the City drainage system must be accompanied by a Drain Release form

Gas

- ☐ Gas service (or at least a stub to the property line) shall be provided if gas is available in the street

Electric, Telephone, Cable TV

- ☐ Services should be underground wherever feasible

If field conditions require changes to approved site plan, the changes should be shown on a revised site plan and submitted to Engineering for approval prior to construction-As built plans that differ from the approved site plan may be rejected.